

**MINUTES FOR
PROJECT ENGINEERS MEETING
Wednesday, March 28, 2001
10:00 am, Conference Room 'C'**

1. Safety Meeting.....Darlene Yarborough
There were no reported accidents this quarter. Jeannie Bailey is working with Nancy Gay on updating Century Center Emergency Plans for fires, bomb threats, and tornadoes. Craig Jones is our safety warden. Darlene Yarborough is the assistant. We have asked two volunteers from each project group to serve as area safety and evacuation coordinators. These people will be trained at a later date. Mack Bailey, Andre Davenport, Tom Barbour, and Keith Paschal had CPR training in January. Please remind your people that if they need a new ID badge or if there is a problem with their badge to contact Jeannie Bailey and not the security guards. Safety Zone newsletters and other safety features are on the DOT web site now.
2. CADD & PC Update Randy Bissette
We will have new employee training on April 18th, for CADD and PC applications. We are getting new software for I-plot and Geopack. Randy is renaming the workstations to make it easier for him to keep up with. We have updated the specs (new estimate) information. Please let other people in your group learn to use this program.
3. ID Badges Ricky Keith
Everyone should be wearing his or her ID badges while in the building. If you leave your badge at home, then you should sign out an "Employee" badge from the security guard. If approached by the security guards, please be courteous to them.
4. Use of NCBDS Ricky Keith
The Project Engineers and Squad Leaders are still responsible for your engineers using the NCBDS in the proper manner. Technicians should be working from prepared correct design files, not from check prints. Technicians should not have to re-run the design to get a correct file from which to begin their drawings.
5. PMII..... Ricky Keith
I am currently serving on the extended team chosen to help to develop the new Performance Management System. This will take the place of our current PMSS and possibly will also replace our current bar chart. I will be contacting you in the coming months for your input as I am answering the questions posed by the Core Team.
6. Steel Bridge Forum..... Ricky Keith
The Steel Bridge Forum will be held April 24th, at the Four Points Hotel, Raleigh Crabtree. Sessions will be held on Cost Effective Design of Steel Bridges and High Performance Steel. Tim Rountree is passing out a list of attendees. Note, if you can not attend, do not send a substitute.

7. Prestressed Concrete Course..... Ricky Keith
A course on LRFD Prestressed Concrete Girder Design has been scheduled for April 9th and 10th. A list of Engineers attending this course has been distributed by Rodger Rochelle. Let Rodger know if you can not attend.

8. Unit Vacancies..... Tim Rountree
We have gotten a few approvals lately and may have as many as three more in the works. We haven't gotten any of our postings yet. We are in the process of prioritizing these for Len Hill. We are trying to post our most critical positions.

9. Structure Workshop Items Rodger Rochelle
See meeting notes to be submitted by Rodger Rochelle at a later date.

10. Curved Bridge Framing Plan Ray Moore
We had a question from a new fabricator on the way we dimension our steel framing on a curved layout. See Ray's handout and note shown on the bottom of the sheet. Rodger will send out an official memo on this change in detailing.

11. Falsework and Formwork Provision Walker Armistead
There were a number of complaints at the AGC/DOT Conference about the number of submissions. Is this provision required on all projects? The intent of this provision, however, is not to create additional submittals. It will help the Contractor to choose his design loads for falsework for parts of construction that does not require submitting. Continue to place this on all projects.

12. Plan-Design Projects Roy Girolami
"B" projects are going plan-design more often, but we are not getting our information in time to meet the schedule. We need to continue to monitor these to see if this is an isolated incident or if all of these are a problem. The concept is to get our information to us early so we can begin our design early.

Other:

___ See Technician Competency Based Pay newsletter

___ Form letters are on the web now

___ Hydraulics has their report available on a CADD file if you interested in this data